



## **Oregon Joint Force Headquarters**

**HUMAN RESOURCES OFFICE/HR**

**P.O. BOX 14350, 1776 MILITIA WAY**

**SALEM, OREGON 97309-5047**

**Comm: (503) 584-3849 (Army) / 3854 (Air)**

**DSN: 355-3849 (Army) / 3854 (Air)**

<http://www.orport.ang.af.mil>

### **Announcement #AF06-041**

### **HUMAN RESOURCES SPECIALIST (Military)**

#### **Nationwide Air Technician Vacancy Announcement**

**Open Date:** 9 February 2006

**Closing Date:** 13 March 2006

**Series/Grade:** GS-0203-07

**Salary Range:** \$36,564 - \$47,531 Per Yr

**AFSC:** 3S0XX

**PD#:** 80435

**Location:** JFHQ, Salem, OR

**Type of Appt:** Excepted X Enlisted X

**\*Position open to TSgt and MSgt only\***

**PCS:** PCS is not authorized

#### **Areas of Consideration:**

**First Area:** Current permanent full-time members of the Oregon Air National Guard.

**Second Area:** Current members of the Oregon Air National Guard.

**Third Area:** Those eligible for membership in the Oregon Air National Guard.

#### **Summary of Duties:**

The purpose of this position is to perform clerical and technical work supporting military personnel programs, operations and functions in the State Air National Guard (ANG) Headquarters. Assignments involve final decisions and recommendations that are of major significance to affected military personnel and their dependents.

#### **Method of Evaluating Qualifications:**

##### **Knowledge, Skills and Abilities (KSA)**

**Candidates will be evaluated on the KSAs listed below.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrate your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in AFSC related to the position. Mere possession of an AFSC is not necessarily qualifying experience, months of actual experience is the qualifying factor.

**APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

<b>General Experience</b>
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Experience, education and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

<b>Specialized Experience</b>
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On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-07** level must have **12 months** experience in the following knowledge, skill, and abilities (KSAs):

1. Ability to effectively communicate orally.
2. .Ability to interpret guidelines and apply basic criteria to the established program.
- 3 Skill in gathering information and data for preparing reports
4. Ability to effectively communicate both orally and in writing
5. Ability to prepare written guidelines.
6. Ability to work closely with specialists in the other personnel specialization which may be involved in the problems to be resolved.

<b>Substitution of Education for Specialized Experience</b>
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Completion of one year of graduate-level course study in management, education or administration will satisfy the requirement.

Appropriate education and training other than that outlined above such as military training programs, will be credited on a month for month basis.

<b>Special Information</b>
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Unit of military assignment is JFHQ in **AFSC: 3S0XX**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)  
must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street Medium City, Any State 45678 H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%